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## DDAB Application Submission Requirements

*(Excerpt from the Downtown Design Guidelines)*

**Application requirements for design review will vary depending upon the complexity and scale of the project to be reviewed, and the specific requirements of the reviewing body. In general, the applicant should provide the appropriate architectural drawings, sketches, and photographs of existing buildings and their sites to allow the reviewing body to fully understand the nature and scope of the exterior changes and any significant design issues.**

For DDAB, ten (10) copies of all relevant information listed below must be submitted *to a project specialist* in the Planning and Development Services Center no later than 4 p.m. on the first Wednesday of the month, one week prior to the DDAB meeting. ***[Please DO NOT send a courier; a representative from your organization needs to bring the plans to the project specialist in person so the specialist can check that submission requirements have been met, which prevents problems with the application.]*** Applications should be well organized and contain sufficient information to allow reviewers to fully understand the proposed building design or alteration, including relevant urban design information such as how the project fits within its surrounding context, and how it relates to adjacent buildings and properties.

### **At a minimum, DDAB applications should include the following information:**

- A map illustrating the location of the project within the context of the downtown as well as photographs of the project site and the surrounding area.
- A site plan in a clear graphic style should be presented in the context of the city blocks surrounding the project. Site boundaries and dimensions should be clearly marked and special issues such as floodplain, shadows, land restrictions and the existing site conditions need to be highlighted.
- All relevant floor plans, building sections, and exterior elevations should be illustrated at a scale sufficient to fully understand the proposed design.
- Provide exterior wall elevations in color showing material and color selections.

### **Additional information that may be required for DDAB:**

The following additional information may be required if the proposal modifies the permitted “by-right” building height, or if the project is of significant complexity that the two dimensional drawings described above do not fully illustrate the design issues:

- A simple mass model if the project is of significant size and complexity, showing the surrounding context.
- Color perspective sketches illustrating the proposed project and its surroundings, from street level, to present the project from the pedestrian’s viewpoint.
- An analysis of the shadow impact of the proposed project is important, especially for projects on the south side of downtown streets.

Visit our Web site at: <http://www.ci.boulder.co.us/cmo/boards/rosters/ddab.html>.